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Tuesday/Thursday Breakfast Social and Discussions

November 26, 2013

Highlights – The SJB Group DBE Supportive staff Mrs. Jackie des Bordes (Program Coordinator), Kenyatta Sparks (Program Assistant) and Mrs. Juanita Linton (LA DOTD SBE Program Manager) held another successful Breakfast Social meeting with Mr. Lester Nicosia and Mrs. Carol Nicosia with Bayou Cajun Enterprise, LLC. The purpose of the meeting was to provide pertinent information about the DBE Supportive Services Program and the services available to the company, at no cost. After discussing with them in detail about the types of needs they have, we provided them with a copy of the DBE Welcome Packet, the Directory of Contractors Booklet. In addition to that, DBESS staff also gave them hands on training in maneuvering DOTD's website. Mrs. Linton also informed them of the importance of the SBE Program and supplied them with the necessary paperwork needed become SBE Certified.

We thank Ms. Bella and Mr. Hope for taking time out of their busy schedules to meet with us here at SJB Group. And, we thank Mrs. Juanita Linton with LADOTD Compliance Programs SBE Program for her attendance and contribution to the meeting.

If you are interested in attending our Breakfast Social Discussion meeting, please call Mr. Sparks at (225) 769-3400. These meetings are held on Tuesdays and Thursdays at the SJB Group Office, 5745 Essen Lane, Suite 200, Baton Rouge, Louisiana.



PREVENTING BACKOVERS....

A backover incident occurs when a backing vehicle strikes a worker who is standing, walking, or kneeling behind the vehicle. These incidents can be prevented. According to the Bureau of Labor Statistics, over 70 workers died from backover incidents in 2011. These kinds of incidents can occur in different ways. For example:

On [June 18, 2009](#), an employee was working inside a work zone wearing his reflective safety vest. A dump truck operating in the work zone backed up and struck the employee with the rear passenger side wheels. The employee was killed. The dump truck had an audible back up alarm and operating lights. (OSHA Inspection Number 313225377)

On [June 9, 2010](#), an employee was standing on the ground in front of a loading dock facing into the building while a tractor trailer was backing into the same dock. The trailer crushed the employee between the trailer and the dock. (OSHA Inspection Number 314460940)

The purpose of this webpage is to provide information about the hazards of backovers; solutions that can reduce the risk or frequency of these incidents; articles and resources; and references to existing regulations and letters of interpretation.

How do backover incidents occur?

Backover accidents can happen for a variety of reasons. Drivers may not be able to see a worker in their [blind spot](#). Workers may not hear backup alarms [because of other worksite noises](#) or [because the alarms are not functioning](#). A spotter assisting one truck [may not see another truck behind him](#). [Workers riding on vehicles](#) may fall off and get backed over. Drivers may assume that the area is clear and [not look in the direction of travel](#). Sometimes, it is [unclear](#) why a worker was in the path of a backing vehicle. A [combination of factors](#) can also lead to backover incidents.

What can be done to prevent backover incidents?

Many solutions exist to prevent backover incidents. Drivers can use a spotter to help them back up their vehicles. Video cameras with in-vehicle display monitors can give drivers a view of what is behind them. Proximity detection devices, such as radar and sonar, can alert drivers to objects that are behind them. Tag-based systems can inform drivers when other employees are behind the vehicle and can alert employees when they walk near a vehicle equipped to communicate with the tag worn by the employee. On some work sites, employers can create internal traffic control plans, which tell the drivers where to drive and can reduce the need to back up. In some cases, internal traffic control plans can also be used to separate employees on foot from operating equipment. Training is another tool to prevent backover incidents. Blind spots behind and around vehicles are not immediately obvious to employees on foot. By training employees on where those blind spots are and how to avoid being in them, employers can prevent some backover incidents. One component of this training can include putting employees who will be working around vehicles in the driver's seat to get a feel for where the blind spots are and what, exactly, the drivers can see. The National Institute for Occupational Safety and Health (NIOSH) several [blind spot diagrams](#) that can help explain what drivers of various large trucks can see.

This article was taken from the OSHA website. For more information on this topic, visit www.osha.gov. Please share this information with your employees.

UPCOMING WORKSHOPS....

EVENTS/WORKSHOPS

1405: Navigating the Affordable Care Act [Register](#)

Wednesday, January 15, 2014 9:00 AM to 10:00 AM

Please pre-register so we can prepare for your attendance. Phone (337) 475-5529 or email lsbdc.msu@lsbdc.org. This seminar will be held at the SEED Center of McNeese State University. Fee: \$5.00 Seminar begins at 9:00am. Registration at 8:30am.

Location: [LSBDC at McNeese State University, SEED Center, Lake Charles](#)

Fee: \$ 5.00

8(a) Certification Training [Register](#)

Wednesday, January 15, 2014 10:00 AM to 12:00 PM

Information will be presented on 8(a) eligibility criteria, GLS, Login, application process, and how the programs work. We will also discuss CCR and SBSS registration and provide general information on doing business with the Federal Government. Detailed information will be provided on the primary purpose of the Section 8(a) Program (business development); the eligibility criteria; length of time in business requirement; how the business development and contracting aspects of the program work; the firm's responsibility as an 8(a) Program Participant; Electronic Application process; reporting requirements; the importance of updating CCR registration and the SBSS supplemental profile.

Location: [Louisiana Technology Park, Baton Rouge](#)

Business Accounting

QuickBooks for Beginners [Register](#)

Tuesday, January 21, 2014 2:00 PM to 5:00 PM

Learn the basic uses and features of QuickBooks including: • Setting up & Getting Started, • Print Forms/Checks/Invoices • Create Bank Accounts • Receive Customer Payments • Creating Monthly Reports • Learn AP and AR • Create Customers and Invoices • Receiving payments, • Create Vendors and Bills • Print Checks This class is most suited to daily use of QuickBooks to record transactions and maintain the business accounting system

Speaker: Richard Melancon, Business Consultant

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

Fee: \$ 50.00

Business Plan

Business Plan Writing [Register](#)

Wednesday, January 15, 2014 2:00 PM to 5:00 PM

This workshop is highly recommended for all individuals interested in obtaining funding and determining what documents to take to the bank. Understanding the loan process will improve your chances of meeting lender expectations, therefore increasing your chances of obtaining a loan. Topics of discussion will include: -Key Questions the Bank Wants Answered -Documents Most Lenders Require - Writing a Business Plan -Developing Financial Projections

Speaker: Sarah Burch, Business Consultant

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

Cash Flow Management

Financial Forecasting - Budgeting For Profit [Register](#)

Tuesday, January 21, 2014 9:00 AM to 12:00 PM

An overview of the purpose of budgeting, the types of budgets, and the elements of a successful budget. The program includes a process for creating a budget, ways to analyze and compare budgets, and important guidelines to apply during the budgeting process.

Learn: • 5 Purposes of Budgeting • Various Types of Budgets • Steps of the Budgeting Process • Elements of a Successful Budget • 5 Methods for Analyzing Budget Information • Guidelines to Remember During the Budgeting Process

Speaker: Richard Melancon, Business Consultant

UPCOMING WORKSHOPS....

Managing a Business

1408:Begin with the End in Mind [Register](#)

Tuesday, January 07, 2014 9:00 AM to 11:00 AM

Please pre-register so we can prepare for your attendance. Phone (337) 475-5529 or email lsbdc.msu@lsbdc.org. This seminar will be held at the SEED Center on the McNeese State University Campus, Room E.

Location: [LSBDC at McNeese State University: Main Office, SEED Center, *Lake Charles](#)

Starting & Financing a Small Business [Register](#)

Tuesday, January 07, 2014 3:00 PM to 5:00 PM

This seminar will provide entrepreneurs with a comprehensive overview of the steps to be taken to start a business, the essentials of business planning, and how to determine funding needs for the start-up. Seminar covers: • Items you want to know before starting a business • Preparing for business success • How to start your business • Financing options • Resources for your business

Speaker: Mike Pennison, Business Consultant

Location: [LSBDC Greater New Orleans](#)

[s Region: Main Office, UNO Jefferson Center, *Metairie](#)

Certification: An Overview in Black & White [Register](#)

Wednesday, January 08, 2014 10:00 AM to 12:00 PM

Many firms get lost in the "alphabet soup" of certifications: DBE, WBE, MBE, 8(a), SEBD . . . This seminar focuses on why (or why not) certification as a minority, woman-owned, or disadvantaged business may be beneficial to your company. The Do's and Don'ts of certification are provided in "plain English" to help the small business owner decide which certification is right for his or her business. Then, get prepared for the certification process: learn about the various certification types as well as how and where to apply. Attendees will have an opportunity to ask questions about the processes, benefits and documentation required for certification.

Speaker: Erik Waters

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

Marketing and Sales

Marketing: How to Attract and Retain Customers [Register](#)

Wednesday, January 15, 2014 4:30 PM to 6:30 PM

Are you looking to increase your customer base on a shoestring marketing budget? This seminar will teach you the key marketing points for your product, reveal the secrets to attracting customers, and enable you to determine the layout of your marketing plan. • Free Resources for Marketing and Promoting Your Business • Identify Promotional Tools to Fit Your Business • Define the Foundational 4 P's of Marketing • Perform a Competitive Analysis • Determine Your Company's USP (Unique Selling Position)

Speaker: Dianne Scalfani, Business Consultant

Location: [South Central Louisiana Technical College: River Parishes Campus, Reserve](#)

Start-up Assistance

Starting and Financing a Small Business [Register](#)

Tuesday, January 07, 2014 10:00 AM to 12:00 PM

This workshop is highly recommended for all individuals interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to learn more about business planning. Topics of discussion will include writing a business plan, sources of funds for start-up and expansion, small business resources, and required licenses.

Location: [LSBDC at Southern University: Main Office, *Baton Rouge](#)

UPCOMING WORKSHOPS....

[How to Form & Register Your Business](#) [Register](#)

Thursday, January 09, 2014 3:00 PM to 6:00 PM

Proper licenses and permits are necessary to operate a business. This seminar teaches how to obtain tax ID numbers, permits, and licenses. The seminar examines the differences between "C" and "S" Corporations, sole proprietorships, partnerships, and LLC's. Elements that business structures are based on are discussed such as taxes, ownership, responsibility, control, risk, operations, and employee requirements. -Advantages & Disadvantages of each Legal Structure -Legal Structure Quiz -Filing Forms for Selecting an Organizational Structure are Provided

Speaker: Al Overman, Business Consultant

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

Fee: \$ 35.00

[Starting & Financing a Small Business](#) [Register](#)

Thursday, January 16, 2014 3:00 PM to 5:00 PM

This workshop is highly recommended for all individuals interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to learn more about business planning. Topics of discussion will include writing a business plan, sources of funds for start-up and expansion, small business resources, and required licenses.

Speaker: Jane Allison and Bob Boling, Small Business Development Center

Location: [LSBDC at LSU Shreveport: Main Office, LSUS Business/Education Bldg. 103, *Shreveport](#)

[Starting and Financing a Small Business](#) [Register](#)

Thursday, January 16, 2014 6:00 PM to 8:00 PM

This workshop is highly recommended for all individuals interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to learn more about business planning. Topics of discussion will include writing a business plan, sources of funds for start-up and expansion, small business resources, and required licenses.

Location: [LSBDC at the University of Louisiana at Monroe, Hemphill Hall Room 113, *Monroe](#)

[1406: Starting & Financing A Small Business](#) [Register](#)

Tuesday, January 21, 2014 5:00 PM to 7:00 PM

Free Seminar. Please pre-register so we can prepare for your attendance. Phone (337) 475-5529 or email lsbdc.msu@lsbdc.org. This seminar will be held at the SEED Center of McNeese State University, Room E.

Location: [LSBDC at McNeese State University, SEED Center, Lake Charles](#)

Featured DBE Firm



Full Circle Communications, Inc. is a woman-owned, minority-owned firm that helps government agencies and other organizations effectively communicate with their citizens and customers and create community specific strategies to enlighten, engage and educate stakeholders and customers. We serve private sector, public sector, and non-profit clients.

With over 10 years of experience, Full Circle has a proven record of effectively connecting our clients with the public. We are very proud of our unique and extensive experience in the areas of:

- Water/wastewater infrastructure & consent decree mandated work
- Environmental justice
- Solid waste
- Transportation
- Municipal services administration

Services

Our services include:

- Thoughtful Community Engagement
- Innovative PR & Marketing
- Impeccable Events with Purpose
- Comprehensive Customer Service Training
- Creative & Informative Workshops/Meeting Facilitation
- Full-service Conference Coordination



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Our offices are located in Atlanta, Georgia and in Baton Rouge, Louisiana. Full Circle is also certified as a Minority Business Enterprise (MBE), Female Business Enterprise (FBE), and Local Small Business Enterprise (LSBE) with many state and local municipalities, as well as the Georgia Department of Transportation and the Louisiana Department of Transportation and Development.

Our Specialty

Full Circle addresses the need for experienced, innovative **community & public relations** experts. **We specialize in creating communications plans on projects that significantly impact citizens and other stakeholders, particularly in the areas of transportation improvements, solid waste master plans, state and local capital improvement projects, water and wastewater infrastructure upgrades, and new development.**

Qualifications

Heather A. Fatzinger, owner of Full Circle Communications, Inc., has worked in the public relations/environmental education field for over 10 years. Her skills and experience afford her the versatility to excel in a wide range of services, from campaign management to high-pressure public relations details, as well as environmental education and community outreach.

Ms. Fatzinger was born in Nashville, Tennessee and raised in Atlanta, Georgia. She has a BA in Psychology from Spelman College ('95), and an MS in Public Service Administration/Non-Profit Management from Spertus College in Chicago, Illinois ('98).



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Louisiana Department of Transportation

Letting of 1/15/2014 LA DOTD Headquarters

Proposal: [H.4400004614](#) LA 73, LA 42, LA 1248: Polymer Patching concrete patching

Parish(es): East Baton Rouge

Route(s): Various

Estimated Construction Cost: \$500,000 to \$1,000,000

Proposal: [H.000995.6](#) LA 121 BRIDGES NEAR HINESTON

DBE Goal: 11%

OJT Goal: 8 Trainees

clearing and grubbing, grading, drainage structures, class ii base course, lime treatment, superpave asphaltic concrete pavement, concrete slab span bridges, and related work.

Parish(es): Vernon

Route(s): LA 121

Federal Number: H000995

Estimated Construction Cost: \$10,000,000 to \$15,000,000

Proposal: [H.001137.6](#) LA 124 REALIGNMENT AT OUACHITA RIVER

DBE Goal: 9%

OJT Goal: 1 Trainees

grading, subgrade layer, class ii base course, lime treatment, drainage structures, superpave asphaltic concrete pavement, and related work.

Parish(es): Catahoula

Route(s): LA 124

Federal Number: H001137

Estimated Construction Cost: \$1,000,000 to \$2,500,000

Proposal: [H.002078.6](#) LA 383: US 165 - US 190

SBE Goal: 1%

cold planing asphaltic concrete, pavement patching, superpave asphaltic concrete overlay, and related work.

Parish(es): Allen

Route(s): La 383

Federal Number: H002078

Estimated Construction Cost: \$250,000 to \$500,000

Proposal: [H.003183.6](#) Ryan Street Exit Ramp

DBE Goal: 11%

OJT Goal: 1 Trainees

clearing and grubbing, grading, drainage structures, class ii base course, portland cement concrete pavement, traffic signalization and related work.

Parish(es): Calcasieu

Route(s): I-10

Federal Number: 10-1(142)030

Estimated Construction Cost: \$5,000,000 to \$7,500,000

Proposal: [H.005972.6](#) 9 - MILE TURNAROUND SPANS

DBE Goal: 6%

OJT Goal: 1 Trainees

bridge repairs and related work

Parish(es): St. Tammany

Route(s): CAUSEWAY

Federal Number: ERP1(022)

Estimated Construction Cost: \$1,000,000 to \$2,500,000

Proposal: [H.007065.6](#) FINK'S HIDE-A-WAY ROAD - PHASE I US 165 - HOLLAND DRIVE

DBE Goal: 9%

OJT Goal: 5 Trainees

grading, drainage structures, in-place stabilized base course, portland cement concrete pavement and related work

Parish(es): Ouachita

Route(s): Fink's Hide-A-Way Rd

Federal Number: H007065 / 8456(002)

Estimated Construction Cost: \$7,500,000 to \$10,000,000

Proposal: [H.009066.6](#) LA 49:Williams Blvd Ped. Improvements

SBE Goal: 10%

clearing and grubbing, concrete walks, lighting, and related work.

Parish(es): Jefferson

Route(s): LA 49

Federal Number: H009066

Estimated Construction Cost: \$250,000 to \$500,000



Louisiana Department of Transportation

Proposal: H.009477.6 Kelso Bridge Electrical Repairs

kelso swing bridge submarine cable replacement

Parish(es): Cameron

Federal Number: H009477

Estimated Construction Cost: \$100,000 to \$250,000

Proposal: H.009507.6 LA 168: LA 1 - US 71

DBE Goal: 10%

grading, drainage structures, reinforced concrete box culvert extensions, cold planing asphaltic pavement, superpave asphaltic concrete overlay and related work.

Parish(es): Caddo

Route(s): LA 168

Federal Number: H009507

Estimated Construction Cost: \$2,500,000 to \$5,000,000

Proposal: H.010237.6 SLIDELL I-10 REST AREA IMPROVEMENTS

DBE Goal: 5%

CONFERENCE NOTICE TO CONTRACTORS PRE-BID CONFERENCE (MANDATORY ATTENDANCE)
CONFERENCE NOTICE TO CONTRACTORS PRE-BID CONFERENCE (MANDATORY ATTENDANCE) A mandatory project pre-bid conference for all prospective bidders will be held at the I-10 Slidell Rest Area on Monday, December 30, 2013 beginning at 11:00 AM. All prospective bidders are required to attend.

restroom renovation, lighting, plumbing fixtures, updating security cameras and related work.

Parish(es): St. Tammany

Route(s): I-10 WB

Federal Number: H010237

Estimated Construction Cost: \$500,000 to \$1,000,000

Proposal: H.010309.6 LA 538: LA 173 TO LA 1

pavement patching, asphaltic surface treatment and related work.

Parish(es): Caddo

Route(s): LA 538

Federal Number: H010309

Estimated Construction Cost: \$100,000 to \$250,000

Proposal: H.010584.6 I-10 TO US 90

DBE Goal: 2%

signing and related work.

Parish(es): St. Charles

Route(s): I-310

Federal Number: H010584

Estimated Construction Cost: \$1,000,000 to \$2,500,000

Proposal: H.010734.6 P2P - Baronne, Burgundy, S Peters

DBE Goal: 10%

cold plane asphaltic concrete, concrete pavement repair asphaltic concrete overlay, striping, concrete ada ramps

Parish(es): Orleans

Federal Number: H010734

Estimated Construction Cost: \$2,500,000 to \$5,000,000

Proposal: H.010735.6 P2P - Newton, Pace, Mercedes

DBE Goal: 10%

cold plane asphaltic concrete, asphaltic concrete overlay, concrete pavement repair, striping, concrete ada ramps

Parish(es): Orleans

Federal Number: H0010735

Estimated Construction Cost: \$2,500,000 to \$5,000,000

Proposal: H.010883.6 LA 308: LM 0.0 - LM 4.77 OVERLAY

DBE Goal: 4%

asphaltic concrete overlay (alternate a-1, 1.5" superpave concrete overlay; alternate a-2, 3/4" thin asphaltic concrete (dense mix) striping, markers, and related work

Parish(es): Lafourche

Route(s): LA 308

Federal Number: H010883

Estimated Construction Cost: \$500,000 to \$1,000,000

Proposal: H.010972.6 District 62: Radar Speed Sign Installation

remove speed limit signs, install radar speed signs and related work.

Parish(es): Livingston; St. John; St. Tammany; Tangipahoa; Washington

Federal Number: H010972

Estimated Construction Cost: \$100,000 to \$250,000



Louisiana Department of Transportation

Proposal: H.011090.6 P2P - Downman, N. Galvez

DBE Goal: 9%

cold plane asphaltic concrete, concrete pavement repair, asphaltic concrete overlay, striping and concrete ada ramps.

Parish(es): Orleans

Federal Number: H011090

Estimated Construction Cost: \$2,500,000 to \$5,000,000

Letting of 1/9/2014 in District 02 - New Orleans

Proposal: 4400004513 LA 308: Culvert

culvert repair/replace, asphaltic concrete patching, superpave asphaltic concrete, guard rail, headwalls, striping, marks and related work

Parish(es): Lafourche

Route(s): LA 308

Estimated Construction Cost: \$100,000 to \$250,000

Letting of 1/9/2014 in District 03 – Lafayette

Proposal: 4400004691 LA 3147: 3.926 MI. S. LA 82 - LA

asphaltic surface treatment

Parish(es): Vermilion

Estimated Construction Cost: \$250,000 to \$500,000

Letting of 1/8/2014 in District 03 – Lafayette

Proposal: 4400004400 LA 82: CROSS DRAIN PIPE REPLACEMENT

drainage structures, superpave asphaltic concrete, and related work.

Parish(es): Vermilion

Estimated Construction Cost: \$100,000 to \$250,000

Letting of 1/7/2014 in District 03 – Lafayette

Proposal: 4400004412 DISTRICT 03 CROSS DRAIN CLEANING

cleaning existing cross drains and related work.

Parish(es): Iberia; St. Mary; Vermilion

Estimated Construction Cost: \$250,000 to \$500,000

RFP Advertisements for Professional Services Contracts for LA DOTD

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In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this newsletter.



Louisiana Department of Transportation

RFP Advertisements for Professional Services Contracts for LA DOTD

12/20/13	4400004378	Retainer Contract For Facilities Engineering Design Services	Statewide	1/14/14
12/19/13	4400004401	Retainer Contract For Highway Safety	Statewide	1/9/14

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In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this newsletter.



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What can SJB Group do for You?

SJB Group, LLC can provide **free assistance** to certified LADOT DBE firms in the following areas:

SJB Group can assist you by: preparing company business cards, profile sheets, and providing information on recommended target areas for your marketing efforts.

By acting as a liaison between the DBE Contractor and Prime Contractor for project information, and in problems occurring on the jobsite.

By informing of upcoming LADOT lettings, and project information for other agencies throughout the state. SJB can assist you in locating bid tabulation information as well.

By providing assistance and guidance on material takeoffs, bid preparation and estimating, project scheduling, and planning for projects that DBE firms are bidding or plan to bid in the near future.

By helping with office computer operations to include trouble-shooting problems, Internet access and software installation, and basic to technical computer training.

By assisting in financial areas such as loan and bond package preparations, company financial statements, business plan preparation, and SBA 8(a) and Hub-Zone certification packages.